



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

WAYNE STRUMPFER, Acting California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: September 30, 2005

CLASSIFICATION: Associate Governmental Program Analyst
Sacramento

FINAL FILING DATE: October 14, 2005 or Until Filled

SALARY: \$4111-4997

POSITION LOCATION: 1515 K Street, Ste: 200, Sacramento

DUTIES AND RESPONSIBILITIES – Under the direction of the Director of Education and Outreach, Department of Corporations (DOC), the Associate Governmental Program Analyst (AGPA) is responsible for managing volunteer programs, projects and training for the Seniors Against Investment Fraud (SAIF) and Troops Against Predatory Scams (TAPS) programs. SAIF alerts and educates California seniors about how to avoid falling victim to investment fraud while TAPS does the same for troops and their families. The AGPA recruits, maintains and manages volunteer trainers for the SAIF and TAPS programs; trains core staff on all aspects of the programs, including interviewing and selecting volunteer trainers; creates and maintains a database to track the work performed by hundreds of volunteers statewide; creates, disseminates, tracks and revises forms for volunteers to complete that describe work performed and allow for accurate capturing of essential program data; coordinates volunteer efforts to maximize program effectiveness. Assists the Director with organizing, managing, and evaluating program activities. Helps develop annual strategic plans for SAIF and TAPS along with developing, implementing and maintaining processes, procedures and techniques that utilize a variety of resources to accomplish program objectives. Evaluates program performance data, drafts reports and develops new outreach methods as appropriate. Facilitates appropriate partnerships with federal, state and local agencies and with private organizations and individuals. Conducts presentations and provides materials to public and private community organizations that serve seniors and the military; program spokesperson at large public awareness and outreach events and act as a resource for callers with questions about either program, handling questions and referring callers to legal counsel as appropriate. Travel is required.

DESIRABLE QUALIFICATIONS

- ◆ Motivated Self Starter.
- ◆ Good public speaking skills.
- ◆ Handle with courtesy and tact a wide variety of public contacts.
- ◆ Ability to communicate well both orally and in writing.
- ◆ Ability to travel (intrastate).
- ◆ Experience with volunteer campaigns, communications, and database management.
- ◆ Familiarity with senior and military issues.
- ◆ Dependable, able to adjust to shifting priorities and varied work schedule.
- ◆ Proficiency on PC utilizing Microsoft Word, Excel, etc.

WHO MAY APPLY – State employees who are currently at the Associate Governmental Program Analyst level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) are encouraged to apply. If you have any questions regarding the position, please contact Andrew Roth at (916) 327-7164 or CalNet 8-467-7164. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#05-SRD0012** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office, Attention: Kiley Hanchen (RPA#05-SRD0012)
1515 K Street, Suite 200, Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

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AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.